



Expanding Services for People Who Cause Harm

Request for Proposals (RFP)

Pre-Solicitation Conference

Solicitation Number: 8055

Specification Number: 1226647

Chicago Department of Public Health (CDPH)

Office of Violence Prevention and Behavioral Health

July 20, 2021



Agenda

1. Welcome & Introductions
2. RFP Overview
3. Motivation for RFP
4. RFP Details
5. Questions & Answers
6. Closing Remarks



This presentation is a summary of the RFP. If there are any discrepancies, always follow the RFP for a full listing of all requirements and expectations.



RFP Overview

- This RFP is designed to identify one Chicago-based organization to contribute toward expanding services for people who cause harm within a domestic violence context regardless of involvement with the criminal or civil legal system(s).
- A total of \$500,000 is available, CDPH anticipates awarding one agency.
- The goals of this funding opportunity are to:
 - Support integration of services for people who cause harm into the overall domestic violence ecosystem and strengthen coordination for services needed to support children, families, and communities.
 - Expand the accessibility of services that are culturally, linguistically, and contextually responsive to the unique needs of the communities served.
 - Build capacity in organizations to expand the delivery of evidence-based/evidence-informed, trauma-informed services to people who cause harm in communities of high need.

Important Dates

RFP Released	Bidders' Conference	Deadline for Questions	Responses Due	Contract Start Date	Contract End Date*
7/13/2021	7/20/2021	7/28/2021 12pm	8/13/2021 12 pm	9/1/2021	12/31/2021

**There may be up to two contract extensions, each not to exceed one year, at the discretion of the City based on the availability of funds, the need to extend services, and the respondent's performance.*



Motivation for RFP

- In 2020, the Mayor's Office released *Our City, Our Safety*, a plan to make Chicago a city where everyone is and feels safe.
- Domestic violence is a key piece of the city's violence reduction strategy.
- Recommendations were made for the City to expand services for youth and emerging adults, communities at greatest risk of being affected by domestic violence, and services for those who cause harm.
- The City is investing in domestic violence during Mayor Lightfoot's administration.

We define Person Who Causes Harm as:

- defined via the Illinois Domestic Violence Act which states that any person who “hits, chokes, kicks, threatens, harasses, or interferes with the personal liberty of another family or household member has committed domestic violence.”
- For the purposes of this project, services will be prioritized for persons who harm in the context of the following types of relationships:
 - people who are married or used to be married;
 - people who have or allegedly have a child(ren) in common or a blood relationship through a child in common;
 - people who are dating, engaged, or used to date.



Program Activities:

- Respondents must articulate how they will:
 - identify individuals who cause harm and connect them to the proposed services.
 - respond to incidents of reported violence among the population served.
 - utilize reliable and validated instrument tools such as Ontario Domestic Assault Risk Assessment (ODARA), Spousal Assault Risk Assessment Guide Version 3 (SARAV3), or Propensity for Abusiveness Scale (PAS) to identify individuals at risk for repeat violence and those who pose a continuing threat to victim safety.
 - Utilize referral opportunities.



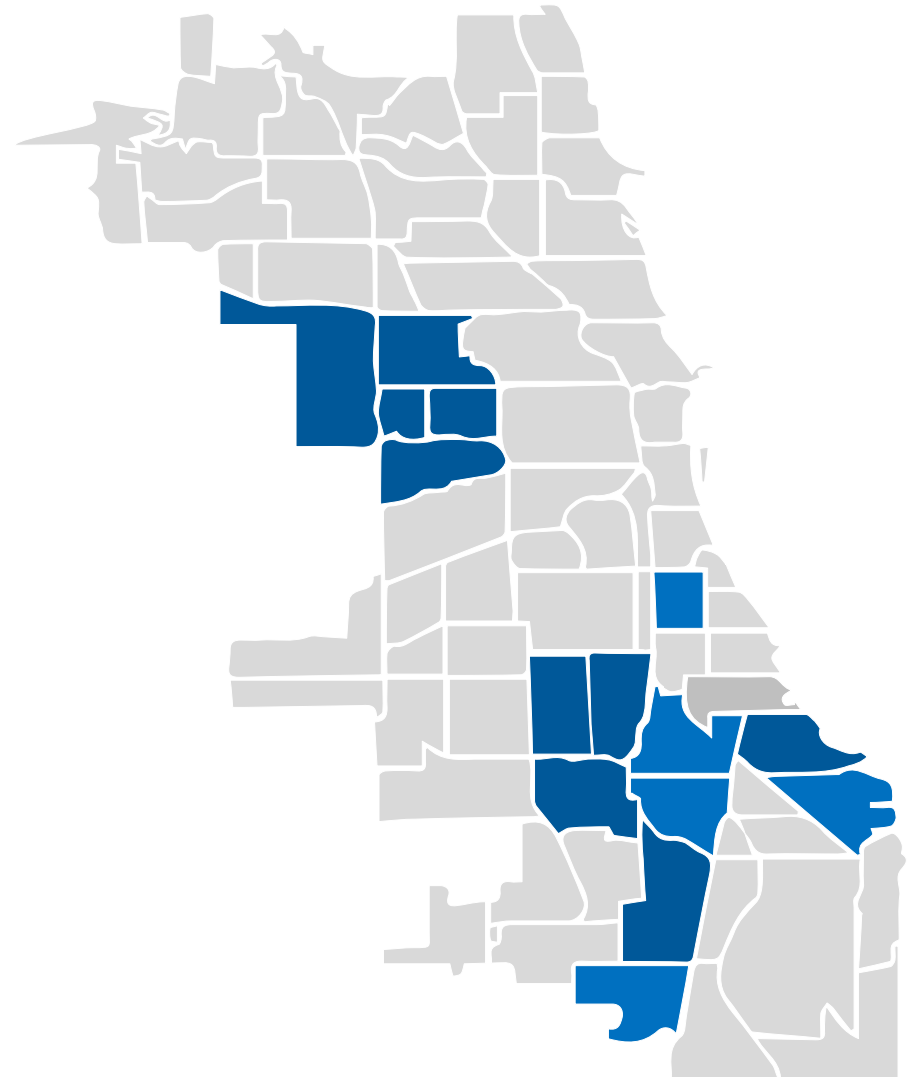
Program Activities

- deliver high-quality services that are trauma-informed, integrated and comprehensive, and culturally-sensitive.
- demonstrate strong relationships and trust in communities that they propose to serve and that the proposed model of care reflects an understanding of the unique cultural, linguistic, and cultural needs of the communities.
- Respondent organizations can seek funding support to provide services in any priority community areas in which they currently have a physical presence or in which they are proposing to have a physical presence. An applicant should submit **one (1)** application that proposes to deliver services to a minimum of **three (3)** community areas and a maximum of five (5).



Eligible Community Areas

1. Austin
2. South Shore
3. Auburn Gresham
4. North Lawndale
5. West Englewood
6. Greater Grand Crossing
7. Roseland
8. Englewood
9. Chatham
10. Humboldt Park
11. Chicago Lawn
12. West Garfield Park
13. West Pullman
14. East Garfield Park
15. South Chicago





Scope of Services

It is expected that respondents will propose services for adults who cause harm that are trauma-informed and culturally appropriate. Respondents are also expected to:

- Ensure that individuals and families are linked to appropriate social service supports in the community that may not be available at the respondent's organization but can help to supplement the services proposed
- Coordinate with Federally Qualified Health Centers (FQHCs), community mental health organizations, and outpatient substance use treatment providers to assure clients have access to a full range of primary and behavioral health care services
- Support community engagement efforts and demonstrate involvement in community-based events, activities, collaboratives, and coalitions that promote the public health and well-being of residents in communities that the respondent proposes to serve
- Develop a plan for engaging the identified analytical partner
- Ensure that services are linguistically accessible
- Ensure that services are accessible to people with disabilities
- Multiple other activities (see RFP for more detail)

Applicant Eligibility Requirements

1. Be a not-for-profit agency with a 501 (c) 3 status
2. Have an office located in the City of Chicago from which agency offers services.
3. Be in good standing with the City of Chicago
4. Have the administrative, organizational, programmatic, information technology and fiscal Capability to plan, develop, implement, and evaluate the proposed project. Agencies with a limited capacity to administer the fiscal responsibilities associated with their programs may choose to subcontract with a fiscal and reporting agency to provide administrative services.

Note: Respondents that do not meet the eligibility requirements in the RFP will NOT have their applications evaluated; incomplete applications will NOT be evaluated for this funding opportunity.

Letters of Support

Organizations must provide two letters of support per the below requirements; one letter may not satisfy both requirements.

1. Provide one letter of support from a local community-based organization that currently provides domestic violence services in the City of Chicago. The letter should speak to the respondent's experience in violence prevention and any partnership or collaboration in the field of domestic violence.
2. Provide one letter of support to demonstrate an existing relationship with an organization located in the community area (referenced in Section I) in which you propose to deliver violence prevention services. The letter should speak to the respondent's history of serving this community area and existing partnership/collaboration with local organizations.

Data Collection and Evaluation

- The selected recipient(s) are required to collect datapoints specified in the RFP for the following purposes:
 - To evaluate the effectiveness of proposed program
 - To evaluate compliance with required program activities and services
 - To understand the effectiveness of public funding in serving the highest risk population
- These goals may be accomplished through applicant's data analysis and/or engaging analytical partners
- **See RFP section V for more information**

Program and Fiscal Monitoring

- Any grantee found to be non-compliant with program requirements at any time, will be held responsible and required by the City of Chicago to restore any damages and/or cost associated with grantee non-compliance.
- Upon contract approval, invoices submitted by the Respondent must be received for all services, goods and deliverables provided by Respondent by the 15th of every month for the previous month's activities.
- All invoices must be submitted via eProcurement/supplier.
- Respondent will cooperate with City audits as required
- Respondent will attend required CDPH meetings
- Respondent will provide required reports to CDPH
- Respondent must participate in additional meetings with CDPH if the agency is having challenges meeting their programmatic benchmarks as agreed upon with CDPH.



Staffing

- Applicants must provide a staffing plan including job descriptions and/or resumes of current staff.
- Respondent must maintain a sufficient number of qualified staff to provide all proposed services.
- If one or more agencies will serve as subcontractors to the respondent, be specific in outlining staffing plans for each agency.
- Staff must be experienced in domestic violence services.
- Staff should have lived, worked, or have significant knowledge of the communities in which they are delivering services.

Budget and Justification

- The wages of the staff who are employed by the respondent and any agencies that will serve as subcontractors to the respondent must meet the City's minimum wage requirements found here - https://www.cityofchicago.org/city/en/depts/mayor/supp_info/minimum-wage.html.
- Staff supported by this grant are NOT City of Chicago employees; they are employed by the agency/agencies.
- The respondent must list the salary and/or hourly rate of staff assigned to this grant. Staff are not permitted to serve as volunteers; they must be paid for their time worked, skill level, lived experience (if applicable), and their expertise in the field.
- The job description detailing the duties and responsibilities required will serve as guidance for the workflow and salary/hourly wage.
- Complete a program budget outlining all detailed expenses in its entirety for this proposal (e.g., salaries, program materials, travel reimbursement). Program budget cannot exceed the available funding amount indicated in Section III. Available Funding specified in Section IV Program Description.

Fiscal Capacity

- Payment for services will be made on a reimbursement basis. Respondents must demonstrate capacity to fund program expenditures from the start date until they are reimbursed by the City.
- If multiple agencies will be subcontractors of a lead agency, then the application must be submitted by the lead agency. The lead agency must obtain all expenses from the agency/agencies and assume all reporting responsibilities for all the expenses for the award.
- It is required that the budget for the fiscal year include the agency/agencies awarded.
- Provide the total budget for the agency that will serve as the fiscal agent. The agency must designate a staff person who will prepare and review all vouchers for accuracy before making monthly submissions. Identify who will be responsible for financial reporting.

Alignment with CDPH principles

CDPH investments are guided by the following principles. Consequently, CDPH delegates and their subrecipients will be expected to integrate these strategies and principles into organizational policy and practice.

1. Deconstructing racist systems – actively working to reframe and dismantle systems that perpetuate privilege.
2. Trauma prevention and trauma-informed services – ensuring services address trauma and healing.
3. Cultural responsiveness – ensuring services are culturally and linguistically appropriate.
4. Health equity in all communities – allocating resources and services to people and areas with the greatest need.

Selection/Review Criteria

- An Evaluation Committee made up of representatives from the Chicago Department of Public Health, and/or other City and State departments, and/or other community members will review and evaluate the Proposals in accordance with the Evaluation Criteria.
- The Evaluation Committee will recommend either:
 - A short list of potential awardees from whom it needs clarification of RFP response or;
 - A list indicating recommended awardees.
- All recommendations are presented for approval to the Commissioner of Public Health.

Selection/Review Criteria

- The City reserves the right to: **accept or reject** any or all proposals; to **take exception to parts** of proposals; to **request written or oral clarification** of proposals and supporting materials; or to **cancel this Request for Proposal process** if it is in the City's best interest to do so.
- Respondents may be asked to clarify their Proposals by making a **presentation**, performing a **demonstration**, or hosting a **site visit**. The Chicago Department of Public Health reserves the right to negotiate separately with competing Respondents for all or any part of the services described in this RFP.

Evaluation Criteria

Category	Available Points
Alignment with CDPH Principles	4
Project Description	18
Evaluation and Data Collection	20
Staffing	13
Budget	10
Fiscal Capacity	2
Experience and Capacity	33
Total Points	100

iSupplier Access

- Respondents will need to set up an account in the new eProcurement/iSupplier system, managed by Department of Procurement Services
- Please allow five to seven days for your registration to be processed.
- For further eProcurement help use the following contacts:
 - Questions on Registration: CustomerSupport@cityofchicago.org
 - Questions on eProcurement for Delegate Agencies including: CustomerSupport@cityofchicago.org or contact the Customer Support Center at 312-744-HELP
- Online Training Materials:
 - <https://www.cityofchicago.org/city/en/depts/dps/isupplier/online-trainingmaterials.html>



Q&A



Contact

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